



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Agency Services Representative Trainee [Classified Non-Competitive]			Salary A99 \$ 26,841.51
Posting Number 52-16	Position Number 009505, 044268, 044281	Number of Positions 3	Posting Period * From: 4/12/2016 To: 4/26/2016
Location: Health and Agriculture Building - 5th Floor 369 South Warren Street Trenton NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
Learn to interpret and implement the State Law(s) rules and regulations regarding the 2014 amendments pertinent to the eligibility or other standards pertinent to the generation, security, or evaluation of Adoption Records. Learn and implement for Customers, general public, local registrars, attorneys, judges, etc., the program standards regulating the collection, analyses, processing, distribution, and storage of adoption records. Learn and implement the organized index system with contingency backups and associated quality controls. Learn and implement the scanning requirements regarding the transition of documents from live to copy and ensure scanned documents meet NJ Court verification and authenticity and/or other security requirements.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Jill Velez, Executive Assistant 3 Management and Administration Reference Posting #52-16 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**

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